



Senior Corporate Engagement Officer

Job description and person specification

About International Tree Foundation

We are a respected international charity that works with local groups in Africa and the UK to restore forests and woodlands, conserve habitats rich in biodiversity, and that helps communities improve their livelihoods. We are passionate about trees and the huge benefits they can have. We care for the planet, and we care for people, including our staff.

Who are we looking for?

We are looking for someone who wants to be part of a small, friendly team that is passionate about trees and their benefits. You will bring strong experience in building corporate relations and fundraising and have an aptitude for initiating and developing corporate and trust partnerships. You will be a team player and excited by the chance to make an impact for people and planet.

Job description

Job objective

To work closely with colleagues across ITF to attract and maintain relations with companies that are keen to support ITF's mission. To lead approaches and negotiations to secure long-term, mutually beneficial corporate partnerships in line with ITF's strategy and values.

Reporting to

The UK & Ireland Programme Manager working closely with other colleagues including Communications and Engagement Manager and UK Programmes Team.

Staff responsibilities

Currently – none

Main duties

Developing new relations

- Support the development and implementation of plans to reach prospective companies in agreed priority sectors in liaison with other colleagues in ITF
- Ensure timely and suitable interaction with potential new business partners
- Arrange and lead within meetings and presentations to prospective new partners
- Be creative and innovative in generating funds from corporate partnerships including contributing to bids, proposals and pitches

Onboarding and continued relations

- Lead on ITF's corporate due diligence process
- Ensure effective systems for onboarding of new corporate partners
- Renegotiate contracts with existing partners in liaison with relevant colleagues
- Maintain and develop ITF's systems for effective, timely relationship management
- Manage and lead on the development and delivery of corporate events
- Produce reports on performance against income targets and prospect pipeline
- Continually seek ways to improve ITF's approach to corporate engagement and corporate relation management

Wider role in ITF

- Provide support to trust and foundation relationship building and fundraising
- Participate and contribute to staff team meetings and teambuilding activities
- Any duties, of an equivalent nature, that ITF from time to time requires

Person specification

Essential

- Experience in corporate fundraising with a proven track record of success
- Good relationship building and networking skills which result in positive outcomes
- Good communication skills, both verbal and written
- Willingness to learn and develop sales and negotiating skills
- A creative thinker who can identify new ways to engage companies
- Strong organisational skills - deadline aware
- A positive, 'can-do' attitude that will enthuse prospective and current supporters
- Adaptable and responsive to the needs of a small charity
- Committed to ITF's vision and values

Desirable

- Track record in bringing on board new corporate clients
- Experience of using databases such as Donorfy CRM system
- Existing networks of corporate clients and/or potential funding partners

Terms and conditions

Hours: 4 or 5 days per week

Salary: £27,711 – £35,063 pro rata (ITF will consider a candidate at development level¹)

Location: Flexible, ideally with some time spent in the Oxford office

Contract: Permanent

Probation period: 3 months

Holidays: 27 days per annum plus statutory holidays

Pension: Contributory pension scheme with life cover

Benefits: Staff training package, weekly 'wellbeing hour' (pro rata), flexible working, cycle to work scheme.

ITF is an equal opportunities employer and values diversity.

To apply

To apply, please send a one-page cover letter and your CV to jobs@internationaltreefoundation.org

Please note, we can only consider applications from people with the right to work in the UK. Please indicate the name of the post you are applying for in the subject line of your email. Any applications without a cover letter will not be considered.

Closing date: 17.00 Monday 15th of July

Planned interview date: Wednesday 24th of July

If you have any questions about the job, please email jobs@internationaltreefoundation.org

¹ We are open to someone who has strong potential to grow but may not fully meet the full person specification to join in a 'development' role on a lower band and then move to the correct band if they develop swiftly to meet the full person specification.